

Create an Academic Career Plan

Use this checklist as a guide as you gain the education and skills you need to land your dream job. Each semester you'll have opportunities to refine your plan and make progress toward your goals.

0-15 Credits

- Connect with Career Services.
- Begin exploring careers:
 - Identify your interests, skills, and values.
 - Find out what you can do with your major.
 - Research careers for job growth, salary, and educational requirements.
 - Explore [Vermont's Most Promising Jobs](#) and [Best Best](#) career training programs.
- Work with your academic advisor to create a degree plan.
- Conduct informational interviews and engage in job shadowing.
- Apply for a CCV work-study position if you are a financial aid student.
- Activate your College Central Network account to explore local jobs.
- Take the "Am I Career Ready" assessment on Focus2 and watch the Career Ready videos.

15-30 Credits

- Develop your résumé and plan to update it each semester.
- Continue exploring career options with Career Services.
- Continue improving your career readiness using the suggestions from Focus2 identified above.
- Explore opportunities to develop your leadership skills.
- Begin building professional connections.
- Cultivate references in your field of study.
- Search for potential schools you may want to transfer to after CCV.

30-45 Credits

- Seek out and engage in a work-based learning experience such as an internship or Professional Field Experience, or an experiential learning opportunity such as a service learning course.
- Continue to refine your résumé, adding newly acquired professional skills and experiences.
- Start to look at local and regional job postings to see what types of opportunities may be available.

Before the Professional Field Experience or Internship

- Make a list of possible field placements and find contact information for each organization. See the internships page for ideas.
- Create a draft of learning goals for your field placement based on the program outcomes for your degree, which can be found in our catalog.
- Review your résumé and make any needed modifications.
- Register for your internship course or PFE and complete any pre-class assignments.